

Job Vacancy – Requisition Report (JV-RR)

NOTE: This form to be used for only one position. (One JV-RR form per position.)

PART I. Complete Part I and mail to your nearest Employment Security Department or post to ARSTATEJOBS.COM

Date: _____

Agency/Department: _____ Division: _____

Position is: ☐ Full-time ☐ Part-time Date required: _____ 8-Digit Position Number _____

Classification Title: _____ Class Code _____ Grade: _____

Is position to be advertised externally? ☐ Yes ☐ No

If Yes, position is to be advertised for:

☐ Five Days ☐ Ten Days ☐ Other _____

If No, position is exempt from external advertisement because:

- ☐ Grade 66
- ☐ Grade 99
- ☐ Emergency Hire approved by Office of Personnel Management
- ☐ Position to be filled with qualified employee from within agency/department

Is position to be advertised Internally? ☐ Yes ☐ No

If Yes, position is to be advertised for:

☐ Five Days ☐ Ten Days ☐ Other _____

If No, position is exempt from Internal advertisement because:

- ☐ Grade 66
- ☐ Grade 99
- ☐ Emergency Hire approved by Office of Personnel Management

Description of duties to be performed:

Location of position (city/county): _____

Applicants to be interviewed by: _____

Address: _____

Submitted by: _____ Phone Number: _____
(Signature)

PART II: When Position is filled send completed form to your nearest Employment Security Department office or post to ARSTATEJOBS.COM

Position requested: ☐ No longer needed ☐ Has been filled

Date: _____ Position filled by: _____ / _____
(Employee's Name) Employee's Social Security Number

Vehicle Safety Program

INFORMATION

Indicate the category below which best describes whether this job makes it necessary for the applicant hired to travel in a State car or a personal car on State Business.

- ☐ Individual must travel
- ☐ Individual may travel
- ☐ Individual will not travel